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OS 0151-72

11 May 1972

MEMORANDUM FOR: DC/OS/ALT
DC/OS/ST

SUBJECT : Training Films

1. For some time now I have heard dissatisfaction expressed over our inability to get funds or camera time for training films needed in our instruction. I therefore raised the question in a staff meeting this morning as to what the availability of funds is and the method of establishing priorities. It became clear that other people also are puzzled on these counts. The result was that there will probably be a conference within a couple of weeks to air this whole subject.

2. Bureaucracy being what it is, I assume that the most thoroughly based requests will receive the most favorable attention. Having researched the files on this subject for two years back, although the need for films is mentioned on several occasions, I can find no request which indicated that any sustained thought had been given to demonstrating the need for such films, the manner in which they would be used, the capability on the part of the requester to prepare a script, or the need for outside assistance. If indeed films are a serious need -- and I have no doubt that they are, since our film holdings are by and large pretty antique -- they clearly deserve more thoughtful treatment than they have been given in the past.

3. My suggestion to you is that by the 25th of May, in consultation with your people, you outline the need for films on specific subjects. The request should deal with:

a. the nature of the inadequacy of present films (including student comments, if appropriate;

b. the frequency with which such films are used;

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- c. the approximate length of the needed film;
- d. whether you believe the Ops School can prepare the script or whether professional assistance will be needed; and
- e. the desirability of using professional as opposed to staff personnel to play the roles.

We will leave the costing to someone else who is better equipped to estimate it than we. I suggest further that you arrange your list of films in the order of the priority of your needs. Moreover, I suggest it would be in your interests to compare notes between the two branches of the Ops School so that you avoid duplication or conflict.

4. If you find the May 25th deadline is too short, try to send me an interim list by that date, indicating that further consultation or further investigation is under way and try to give me an idea of when your final reply can be expected.

5. A copy of this memo is being sent for information [] on the supposition that they may have some needs along these lines and coordination across the board can avoid unnecessary delay in presenting our case.

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Chief, Operations School/TR

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